



DEBRA BOWEN | SECRETARY OF STATE

STATE OF CALIFORNIA | SAFE AT HOME

P.O. Box 846 | Sacramento, CA 95812 | Tel (877) 322-5227 | Tel (916) 653-1769 | Fax (916) 653-7625 | www.sos.ca.gov/safeathome

IMPORTANT: ATTACH THIS DOCUMENT TO THE FRONT OF THE STUDENT FILE

SAFE AT HOME CALIFORNIA CONFIDENTIAL ADDRESS PROGRAM

SUMMARY OF PROGRAM: Effective July 1, 1999, the Secretary of State began administering the Safe at Home, Confidential Address Program pursuant to Government Code Sections 6205- 6210. This statewide program helps survivors of domestic violence, stalking and sexual assault protect their whereabouts after escaping an abusive situation. Each certified participant is assigned a substitute address to use in place of his/her home, work or school address, which is kept confidential. The substitute address is a P O Box in Sacramento, California. Each certified participant receives a plastic-laminated ID card that displays the participant's name, signature or parent signature, Safe at Home P O Box address, 4-digit authorization number, expiration date and Safe at Home's toll-free number.

SCHOOL RESPONSIBILITY: When the participant (who may be the custodial parent, guardian or the student) presents his or her ID card and asks for his or her residence, work or school address information to be kept confidential, the school is required to accept the Safe at Home substitute P O Box address as the participant's address for mailing purposes. For emergency card purposes and to establish school district eligibility, if required, the actual physical address of the participant must be provided by the participant. However, the school and district is required by law to keep the participant's residence address and telephone information confidential and may not share this information with other parties unless directed to do so by a court order or law enforcement request, pursuant to Government Code Section 6207.

RECORDS CONFIDENTIALITY: Student records that are accessible to general school staff, non-custodial parents, and the public must display only the participant's Safe at Home P O Box address, never the participant's actual physical residence address location or phone number. Any student records that contain the participant's actual residence address or phone number, such as the emergency card or enrollment eligibility verification paperwork, must be kept in a confidential location, with restricted access.

RECORDS TRANSFERS: If records must be transferred to a new school, please inform the participant that your school or district will forward the records to the new school, as required by law. However, Government Code Section 6207 requires state and local agencies to keep statutorily or administratively required participant information confidential. If your school or district is required to keep a record of where school records were sent, this information may be used only for internal administrative purposes and may not be released to third parties unless in response to a law enforcement request or court order.

REQUESTS FOR INFORMATION: If a non-custodial parent requests the name of the new school or the participant's residence address or telephone number, you may release only the participant's assigned Safe at Home P O Box mailing address and Safe at Home's contact information. The non-custodial parent may call our office toll-free at 1-877-322-5227 for more information about how to properly serve a participant with service of process. Also, if you are required to release any information because of a law enforcement request or court order, we ask that you please notify the participant. Their personal safety and the safety of their family may be at great risk.

QUESTIONS? If you have any questions or to verify the active enrollment of a Safe at Home participant, please feel free to call Safe at Home toll-free at 1-877-322-5227 between 8 a.m. and 5 p.m., Monday through Friday.